



# FOREIGN AFFAIRS MANUAL

## VOLUME 3 – Personnel

Transmittal Letter: PER-394

Date: February 7, 2001

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### 3 FAM 4420 GENERAL PROVISIONS

#### MAJOR CHANGES

1. Subchapter 4420 has been revised.
2. Changes appear in 3 FAM sections 4424 and 4427.
3. USIA has been removed from the TL line to reflect its recent merger with the Department of State.
4. This is a uniform regulation that applies to Foreign Service employees.
5. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
6. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

#### FILING INSTRUCTIONS (Paper Copy Only)

1. Remove and destroy the text of the old subchapter 3 FAM 4420 (issued under TL:PER-297, dated 10-18-95; 10 pages total) and replace it with the attached revised subchapter 4420 (12 pages total)
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:PER-394, and initial.

#### DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Intranet site at <http://99.1.1.27>.

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the 3 FAM Volume Coordinator, who may be reached at 202-261-8177 or the office(s) indicated at the end of this Transmittal Letter.

**(HR/ER)**